



STATE OF ILLINOIS

**OFFICE OF THE COMPTROLLER**

GEORGE W. LINDBERG

February 7, 1973

PAYROLL BULLETIN  
(2-73)

TO: All State Agencies and Departments  
Attention: Payroll Clerks

SUBJECT: Submission of Payroll Vouchers

The Office of the Comptroller has been experiencing an increased number of payroll vouchers that contain errors or omissions. Payrolls of this nature delay the processing of all other payrolls.

It is requested therefore that each agency responsible for the preparation of payrolls check their payrolls for accuracy prior to submitting them for processing. As in the past, any errors discovered on payrolls will be immediately called to the attention of the applicable payroll clerk. It will be his responsibility for correcting such errors.

Employees of the Office of the Comptroller may not make additions, deletions or corrections to Payroll Vouchers or Payroll Voucher Distribution Schedules. Therefore, it is imperative that your vouchers be correct to avoid possible delays. The elapsed time between the Comptroller's Office notifying you of an erroneous payroll and correction of the payroll by your staff may be a determining factor in whether your employees receive their pay warrants on time. We enlist your cooperation and help.

Very truly yours,

George W. Lindberg  
State Comptroller

A handwritten signature in cursive script, appearing to read "E. J. Pranke".

By: E. J. Pranke  
Chief Accountant

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